



2010/11 PROJECT GRANT

**Guidelines and Application Form**

**Grant Application close 30 June 2010**

**Oral History Association of Australia (SA Branch) Inc.**

PO Box 3113

Unley SA 5061

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ORAL HISTORY ASSOCIATION OF AUSTRALIA  
(SOUTH AUSTRALIAN BRANCH) INC.  
GRANT SCHEME  
APPLICATION GUIDELINES

**Purpose**

This grant scheme aims to foster small oral history initiatives in South Australia.

The Oral History Association of Australia (South Australian Branch) wishes to support, assist and help develop oral history projects in this State.

The grant scheme is funded by sales of the Oral History Handbook by Beth M. Robertson. We hope that the scheme fills a gap left by the closure of many federal and state funding options and helps revive an important means of recording South Australia's history.

We encourage all prospective oral historians to join our Association so that we can help fulfill these objectives.

**Grant Funds**

A single grant of \$500 is available.

**What is Oral History?**

Beth M Robertson<sup>1</sup> defines oral history in the following terms:

Oral history is a picture of the past in people own words. Oral history is as old as humanity but today it is associated with recorded interviews with people about their memories.

A practical definition of oral history is:

- A recorded interview in question-and-answer format
- Conducted by an interviewer who has some knowledge of the subject to be discussed
- With a knowledgeable interviewee speaking from first-hand experience
- On subjects of historical interest
- That is made accessible to other researchers.

**Who Can Apply?**

Applications are invited from individuals, community groups and voluntary organisations.

**What Can Be Funded?**

Suitable oral history projects may include:

- Family history
- Community history
- Historical displays that include oral histories
- History of an organisation
- Identifying through the use of oral history the significance of museum objects for interpretation and/or conservation
- A particular subject area. For example: music
- Creative community arts projects. For example: oral history projects leading to dance or theatre productions.

## **What Cannot Be Funded**

- Ongoing salaries
- Purchase of equipment.

## **How Projects Are Assessed**

Applications are assessed by a panel of oral historians to be determined by the Oral History Association of Australia (South Australian Branch) Committee.

## **Criteria for Assessment**

The panel assesses applications according to the following criteria:

- The project reflects the definition of oral history as defined by Beth M Robertson (refer above). The Oral History Association of Australia (South Australian Branch) therefore supports:
  - o Oral history recordings rather than written notes
  - o Video recordings may be considered if recorded oral histories are clearly evident and incorporated
- The significance of the project is clearly outlined. For example:
  - o How does this project document an unique aspect of South Australian history?
- The process of how the project is to be conducted is fully and clearly explained
- The project will involve either:
  - o Interviewers with oral history training, particularly those who have either completed, or are prepared to enrol in, one of the Oral History Association of Australia's (South Australian Branch) training workshops or
  - o Organizers obtaining professional advice and/or using experienced oral historians or interviewers
- The project will either:
  - o Use the State Library of South Australia's digital recorders or
  - o Have access to and use of good quality recording equipment
- The expected outcomes and anticipated end use of the project are clearly outlined. For example:
  - o How does the project enrich the people involved in the process so that there is a broader and ongoing impact?
  - o How will the oral histories be used rather than them being an end in themselves. For example: publication, play, series of articles, website, exhibition?
  - o How will the recordings be preserved in the long-term? For example: in a library or archive?
- Projects that support non-profit organisations rather than organisations which can call on government funding will be given preference
- Collaborative projects will be viewed favorably
- The project is costed as accurately as possible and includes:
  - o Estimated budget
  - o Where additional support is coming from, including financial and in kind support
  - o The panel may give preference to projects that include a financial contribution from the applicant organisation.

### **Applying for a Grant**

- Read the application form carefully and ensure you complete all relevant sections
  - o Include detailed and accurate information
  - o Attach copies of quotations, letters of support and any other supporting documents
- If applying for more than one grant, submit each project proposal on separate application forms

### **Claiming your Grant**

- The successful grant recipient will be notified by mail and
  - In the spring edition of the Oral History Association of Australia's (South Australian Branch) newsletter, Word of Mouth.

If they have not already done so, applicants will be able to attend one of the Association's workshops free of charge. All unsuccessful applicants will be invited to attend an oral history workshop at a discounted rate.

### **Conditions of Grant**

The successful applicant will be required to provide a report on their project for the Oral History Association of Australia's (South Australian Branch) newsletter, Word of Mouth.

ORAL HISTORY ASSOCIATION OF AUSTRALIA  
(SOUTH AUSTRALIAN BRANCH) INC  
WGRANT SCHEME

APPLICATION FORM: 2010-2011 PROJECT GRANT

Please make sure that you have read the Application Guidelines prior to completing this form.

**REQUIRED INFORMATION**

**Name of individual and/or organisation:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_

**Working title of project**

(in 10 words or less): \_\_\_\_\_

**Postal address for correspondence:**

(all mail to do with your application will go to this address)

\_\_\_\_\_

\_\_\_\_\_ **Post Code** \_\_\_\_\_

**Contact for project:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Nos. \_\_\_\_\_ Email: \_\_\_\_\_

**Organisation or individual ABN, if available:**

If **available**, please provide your ABN \_\_\_\_\_. If **not available**, please attach a copy of your exemption. Funding payments are subject to a withholding tax of 48.5% as required by legislation if an ABN or ATO exemption are not produced before payment.

**Is your organisation registered for GST?**

If **Yes**, funding payments made to your organisation are subject to the GST and will be grossed-up for GST. You will be required to provide a tax invoice, and remit GST collected to the Australian Tax Office through your Business Activity Statement. If **No**, funding payments are not subject to GST and no withholding amount applies.

**Does your organisation have an income tax exemption?** \_\_\_\_\_

Grant Amount Sought	\$
Total Cash Costs	\$

## PROJECT DESCRIPTION AND SIGNIFICANCE

What are the intent, significance and purpose of the project?

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What is the scope of your project?(e.g. number of interviews to be carried out, end use)

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How will you and/or your organisation manage the project?

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How many people will be involved? In what capacities?

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What are the estimated commencement and completion dates of the project?

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## PROJECT BUDGET

Please attach quotes where appropriate

Project Costs (cash expenses only)

Expense	Total Amount (including GST)	GST Component
<b>Total Cash Costs</b>	<b>\$</b>	<b>\$</b>

<b>Grant Amount Sought</b>	<b>\$</b>
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Have you received any grants over \$500 within the last two years?

Please specify source, amount and purpose. Write N/A if none were received.

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Financial details of Project

Amount of Grant	<b>\$</b>
Own Cash Contribution	<b>\$</b>
Other Contributions (e.g. other grants / inkind	<b>\$</b>

<b>Total Cost of Project</b>	<b>\$</b>
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## DECLARATION ON BEHALF OF APPLICANT

I certify on behalf of the applicant that grants received from the Oral History Association of Australia (South Australian Branch) Inc. (OHAA) will be spent in the manner approved by the OHAA. Any proposed alteration to the project will be referred to the OHAA for its prior approval.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness's position in organisation:  
\_\_\_\_\_

Witness signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

## APPLICATION CHECKLIST

Before submitting this application form, please check that you have:

- Completed all required sections
- Signed and witnessed the Declaration section on the application form
- Attached any requirements such as working plans, letters of support
- Indicated the grant amount you are seeking

### Return application form to:

Oral History Association of Australia  
(South Australian Branch) Inc. PO Box 3113  
Unley SA 5061

For further information: 08/8223 1046

**CLOSING DATE FOR APPLICATIONS: 30 JUNE 2009**